



GOVERNMENT DEGREE COLLEGE

RAZOLE – 533242, EAST GODAVARI (Dist), A.P

NAAC Re-Accredited with 'B' Grade



**GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH**

Razole
30-011-2021

To,

The Principal
Government Degree College
Razole

Sir,

Sub: Certificate course- Communication skills in English-2020-21 Submission of Work done statements-request for action-reg.

I submit that the Department of English has conducted classes for the Certificate course in Communication skills in English for the year 2020-21. The statement showing the work done together with the details of number of hours and the faculty name is provided in the statement that follow.

Thanking you sir

Yours faithfully,


Lecturer in English
GOVERNMENT DEGREE COLLEGE
RAZOLE - 533242
Dr. B.R. Ambedkar Konaseema D.A.P.

(G. BHASKARA RAO

N RAJU)

ABSTRACT

S.NO	NAME OF THE FACULTY	Total number of hours taken
1	G BHASKARA RAO	20
2.	N RAJU	25

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH
Communication skills in English-2020-2021
Minutes of Certificate Course

After through discussion the following resolutions are made

Resolutions

- It was resolved to introduce “Communication skills in English” certificate course in this academic year 2020-21.
- It is resolved to conduct certificate course for final year students.
- It is resolved to conduct classes for 45 working hours on the syllabus presented.
- Resolved to approve the syllabus and model paper. it is resolved to conduct external examination for 60 marks and internal examinations for 40 marks. Average will be considered marks seminars/Assignment and vive-voce.


Lecturer in English
GOVERNMENT DEGREE COLLEGE
RAZOLE - 533242
Dr.B.R. Ambedkar Konaseema D.A.P.

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH
SYLLABUS

UNIT I SPEAKING SKILLS

1. Vowel sounds
2. Consonant sounds
3. Stress
4. Intonation

UNIT II WRITING SKILLS

1. Letter writing
2. Essay writing
3. Précis writing
4. Note making

UNIT III GRAMMAR

1. Tense and aspect
2. Kinds of verbs
3. Types of sentences
4. Functions of language
5. If conditions

UNIT IV SOFT SKILLS

1. Interview skills
2. Introducing oneself
3. Employability skills
4. JAM Sessions

PATTERN OF EXAMINATION

TOTAL 100 MARKS

THEORY EXAMINATION 60M

PRACTICAL EXAM 40(ASSAIGNMENTS AND VIVA VOCE) 40M

GOVERNMENT DEGREE COLLEGE—RAZOLE
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH
QUESTION PAPER

TIME 3 Hrs

Max Marks 60

Section A

I Answer any three of the following questions.

3x10=30 M

1. Write a note on word accent.
2. What is intonation? Illustrate with examples.
3. Convert the following words into phonetics.
 1. Situation 2. Obedient 3. Available 4. sure 5. teacher 6. Love 7. Book 8. Computer 9. Window 10. Bottle
4. Write a note on consonant sounds.

II Answer any four of the following

3x5=15M

1. Write a letter to the principal of your college requesting to issue TC, SC, and other certificates.
2. What is a précis Write a note.
3. Write an essay on covid 19 calamity.
4. What are the techniques involved in making notes?

III Answer all of the following questions.

5x1=5M

1. The problem is too difficult to solve. (Change into compound)
2. If you call me, I will come (Change into unfulfilled condition)
3. It----- (rain) since this morning.
4. Tagore----- (write) the Gitanjali in 1913.
5. My father----- (go) for a walk every morning.

IV. Answer any two of the following questions.

5x2=10M

1. Write a note on JAM session.
2. Write a note on interview skills
3. What are employability skills?

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ENGLISH
COMMUNICATION SKILLS IN ENGLISH 2020-2021

(August 2021 to September 2021)

Work done statement of Certificate Course

Name of the Lecturer : G BHASKARA RAO, N RAJU

Subject : ENGLISH

Batch 1

S.NO	DATE	BATCH TIME (4.00 to 5.00 PM)	TOPIC
1	01-10-2021	1Hr	Introduction to writing skill
2	04-10-2021	1Hr	Importance of witing
3	05-10-2021	1Hr	Kinds of letters
4	06-10-2021	1Hr	Official letters
5	07-10-2021	1Hr	Informal letters
6	08- 10-2021	1Hr	Précis writing
7	11-10-2021	1Hr	Essay writing
8	12-10-2021	1Hr	Kinds of essays
9	13-10-2021	1Hr	Phonetics an introduction
10	20-10-2021	1Hr	Vowel sounds pure vowels
11	21-10-2021	1Hr	Diphthongs
12	22-102021	1Hr	Manner of articulation
13	23-10-2021	1Hr	Manner of articulation
14	25-10-2021	1Hr	Place of articulation
15	26-10-2021	1Hr	Place of articulation
16	27-10-2021	1Hr	Word accent
17	28-10-2021	1Hr	Word accent
18	29-10-2021	1Hr	Stress in connected speech
19	30-10-2021	1Hr	Stress in connected speech
20	01-11-2021	1Hr	Rhythm
21	02-11-2021	1Hr	Intonation
22	03-11-2021	1Hr	Grammar an over view
23	06-11-2021	1Hr	Tenses an introduction
24	07-11-2021	1Hr	The present tense
25	08-11-2021	1Hr	The present tense
26	12-11-2021	1Hr	The past tense
27	13 -11-2021	1Hr	The past tense
28	14-11-2021	1Hr	The future tense
29	15-11-2021	1Hr	The future tense
30	16-11-2021	1Hr	Probable condition
31	17-11-2021	1Hr	Imaginary condition
32	19-11-2021	1Hr	Unfulfilled condition

33	20-11-2021	1Hr	Simple sentence
34	21-11-2021	1Hr	Compound sentence
35	22-11-2021	1Hr	Complex sentence
36	23-11-2021	1Hr	Greetings
37	27-11-2021	1Hr	JAM sessions
38	28-11-2021	1Hr	Introducing oneself
39	29-11-2021	1Hr	Employability skills
40	30-11-2021	1 Hr	Interview skill

Signature of the Lecturers


 Lecturer in English
 GOVERNMENT DEGREE COLLEGE
 RAZOLE - 533242
 Dr.B.R. Ambedkar Konaseema D.A.P.

(G Bhaskara rao)
 (N Raju)

Attendance

Register

Month November
Year 01.11.2021

[illegible]

Attendance

Register

Month October
Year 1.10.2021

NAME	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks
B. Lishka	P		P	P	P	P	A					P	P	P									P	A	P	P	P	P	P	P	P		
K. Pruthi	P		P	P	A	P	P					P	A	P									P	A	P	A	P	P	P	P	P		
N. Navasbri	P		P	P	P	P	P					P	T	P									A	P	P	P	P	P	P	P	P		
G. Gobind Shrivani	P		A	P	P	P	A					T	A	P									P	P	P	A	P	P	P	P	P		
K. L. M. Manasa	P		P	A	A	A	P					P	P	P									P	A	P	A	P	P	P	P	P		
K. S. Anyana Devi	P		P	P	P	P	A					A	P	P									P	P	P	P	P	P	P	P	P		
K. Mana	P		P	P	P	A	P					P	A	P									P	P	P	P	P	P	P	P	P		
V. Suma	P		P	A	P	A	P					P	A	P									P	P	P	P	P	P	P	P	P		
M. Sri	P		A	P	P	A	P					P	P	P									P	A	P	A	P	A	P	P	P		
N. Komali	P		P	P	A	P	P					P	P	P									P	A	P	P	P	P	P	P	P		
P. Thammmai	P		P	P	P	A	P					P	P	P									A	P	P	P	P	P	P	P	P		
T. K. Sai Krishna	P		P	P	P	A	P					A	P	A									P	P	P	P	P	P	P	P	P		
A. Lakshman Kumar	P		P	P	P	P	A					P	P	P									A	A	P	P	P	P	P	P	P		
K. Barga Prasad	P		A	P	P	P	A					P	P	P									P	P	P	P	P	P	P	P	P		
B. Lalul	P		P	A	A	P	A					A	P	P									P	P	P	P	P	P	P	P	P		
K. Omchandra	P		P	T	P	P	A					P	P	P									P	P	P	P	P	P	P	P	P		
K. Gaurani	P		P	P	P	A	P					A	P	A									P	P	P	P	P	P	P	P	P		
B. Venkat	P		P	P	A	P	A					A	P	P									P	P	P	P	P	P	P	P	P		
K. Abinaya	P		A	P	A	P	A					P	P	P									P	P	P	P	P	P	P	P	P		
A. Sai	P		A	P	P	P	A					P	P	P									P	P	P	P	P	P	P	P	P		
K. Thaniya	P		P	A	P	P	A					P	P	P									P	P	P	P	P	P	P	P	P		
P. N. V. Vama	P		P	P	P	A	P					P	P	P									P	P	P	P	P	P	P	P	P		
N. Barga	P		P	A	P	P	A					A	P	A									P	P	P	P	P	P	P	P	P		
A. Naro Laju	P		P	P	P	P	A					P	P	P									P	P	P	P	P	P	P	P	P		
R. Laya	P		A	P	P	A	P					P	P	P									P	P	P	P	P	P	P	P	P		

GOVERNMENT DEGREE COLLEGE RAZOLE

DEPARTMENT OF ENGLISH



CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH




Lecturer in English
GOVERNMENT DEGREE COLLEGE
RAZOLE - 533242
Dr. B.R. Ambedkar Konaseema D.A.P.

